

# PeopleSoft Printing the Labor Distribution Report

September 26, 2006



## REQUESTING A LABOR DISTRIBUTION REPORT

Use the following navigation to 'Labor Distribution Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>Labor Distribution Report

### Labor Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

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**Search by:** Run Control ID begins with

Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The following screen shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). Enter the Pay End Month/Year you would like to run this report for. Click on the option that you would like this Labor Distribution printed by. Once you have your option selected click on Run.

**NOTE:** If you would like this report run to a file to be downloaded click on the Build Download File box.

**Labor Distribution**

Run Control ID: 11000

[Report Manager](#) [Process Monitor](#) **Run**

Business Unit:

'Pay End Month / Year:

**Download Option**

Build Download File?

**Sort Order**

Fund - Detailed       Fund - Summarized

Department - Detailed       Department - Summarized

Project, Activity       Project, Resource Type

Resource Type       Resource Category

**Save** **Notify** **Add** **Update/Display**

The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

**Process Scheduler Request**

User ID: Iberger3      Run Control ID: 11000

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Server Name: PSNT      Run Date: 09/07/2006

Recurrence:      Run Time: 11:26:01AM      [Reset to Current Date/Time](#)

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Labor Distribution Report	NDSR20	SQR Report	Web	PDF	<a href="#">Distribution</a>

OK      Cancel

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

**Labor Distribution**

Run Control ID: 11000      [Report Manager](#)      [Process Monitor](#)      [Run](#)

Business Unit:

Pay End Month / Year:

**Download Option**

Build Download File?

**Sort Order**

Fund - Detailed       Fund - Summarized  
 Department - Detailed       Department - Summarized  
 Project, Activity       Project, Resource Type  
 Resource Type       Resource Category

[Save](#)      [Notify](#)      [Add](#)      [Update/Display](#)

At the Process Monitor screen, click on 'Refresh' periodically until the 'Run Status' shows 'Success.' Then click on 'Details' for the Crystal Process.

The screenshot shows the 'Process List' interface. At the top, there are search filters for 'User ID' (Iberger3), 'Type', 'Last' (1 Days), and a 'Refresh' button. Below the filters is a table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The 'Run Status' column for the Crystal process (Instance 380332) is circled. The 'Details' link for this process is also highlighted. At the bottom, there are 'Save' and 'Notify' buttons and a 'Go back to Labor Distribution' link.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	380338		SQR Report	NDSPR20	Iberger3	09/07/2006 11:26:01AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380332		Crystal	NDSPR205	Iberger3	09/07/2006 10:58:24AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380320		SQR Report	PER002_S	Iberger3	09/07/2006 10:06:40AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380317		SQR Report	PER001_S	Iberger3	09/07/2006 9:33:17AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380307		SQR Report	NDSPR21	Iberger3	09/07/2006 8:53:11AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380304		PSJob	<a href="#">NDSP201J</a>	Iberger3	09/07/2006 8:53:11AM CDT	Success	Posted	<a href="#">Details</a>

When you come to the Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.

The screenshot shows the 'Process Detail' screen. It displays process information in a structured layout. The 'Run' section includes 'Run Control ID: 11000', 'Location: Server', 'Server: PSNT', and 'Recurrence:'. The 'Update Process' section has radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'. The 'Date/Time' section shows 'Request Created On: 09/07/2006 11:33:26AM CDT', 'Run Anytime After: 09/07/2006 11:26:01AM CDT', 'Began Process At: 09/07/2006 11:33:40AM CDT', and 'Ended Process At: 09/07/2006 11:34:10AM CDT'. The 'Actions' section includes links for 'Parameters', 'Message Log', 'Batch Timings', and 'View Log/Trace'. The 'View Log/Trace' link is highlighted with an arrow. At the bottom, there are 'OK' and 'Cancel' buttons.

